

## **PRINTING SERVICES SUPERVISOR**

### **DEFINITION:**

Under direction, to supervise subordinate staff in the printing of documents requested by county departments; to schedule and complete print job orders; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Printing Services Supervisor is a first-line supervisor class allocated to the Department of General Services and the Sheriff's Department. Positions in the Sheriff's Department supervise the work of inmates and report to a Sheriff's Captain. In the Department of General Services this class reports to the Chief, Reprographics. This class differs from the next lower level, Senior Offset Equipment Operator, in that the latter is primarily a lead-worker/unit supervisor class. This class differs from the next higher level, Chief, Reprographics and Sheriff's Captain in that the latter are responsible for a wider range of management activities.

### **EXAMPLES OF DUTIES:**

Plans, directs, assigns, trains, and evaluates the work of subordinate staff in the printing of documents for requesting county departments; receives printing requests from departments, prepares time and cost estimates, and schedules and completes print job orders; operates modern printing equipment including offset machines, camera machines, power collators, and paper drills; researches and collects information related to printing specifications and equipment; maintains the inventory of the central duplicating office and orders printing supplies, materials, and equipment; maintains logs, records, and files; and performs minor repairs to machines as needed.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Supervision and training principles.
- Printing techniques to include preparation and set-up of materials.
- Operation of modern printing equipment.
- Safety practices related to printing equipment.
- Printing supplies and paper stock.
- Record keeping and inventory control techniques.

#### **Skills and Abilities to:**

- Plan, direct, assign, train, and evaluate the work of subordinate staff performing printing services.
- Collect information from requesting departments, prepare job requests, prioritize and coordinate work to meet deadlines.
- Set up and operate printing presses.
- Order offset printing supplies, materials, and equipment.
- Maintain and perform minor repairs to printing equipment.

- Establish and maintain effective working relations with all levels of county staff and vendors.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience that clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: three (3) years of experience in a high volume reproduction environment, operating modern offset equipment or related equipment producing a wide variety of printed materials, one (1) year of which included experience at the level of a Senior Offset Equipment Operator in the County of San Diego or in an equivalent class in a public agency or private print shop.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

